



ISIS HR Quick Tips

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Changes to the Federal Minimum Wage Rate

How should an agency update an employee's record to reflect the new Federal Minimum Wage?

Effective Friday, July 24, 2009, the Federal Minimum Wage rate is increasing from \$6.55/hour to \$7.25/hour. The Civil Service pay scales will not be changing to reflect this increase.

All agencies must ensure that their employees are paid at or above the new Federal Minimum Wage. Agencies should run the ZP50: Basic Pay Info/Stat Report to identify any employees that will be below the new minimum. Once these employees are identified, agencies will need to update the Basic Pay record (IT 0008) of the employee's record with an effective date of 7/24/09 and the pay reason 20- "Fed Min Wage Adjust."

To ensure that all of the employees that your agency identified as earning an hourly wage below \$7.25 were updated in ISIS, agencies can run ZP13: Action Reason/Pay Reason report. Run the ZP13 with an Other date of 7/24/09 for Pay Reason 20. This should generate all employees that were updated with the new Federal Minimum Wage.

Employees hired after 7/24/09 in Pay Levels with a minimum pay range below \$7.25/hour should be hired with the pay reason 21- "Fed Req Min Rt/Prevailing Wage", if being hired at the minimum pay rate.

Questions? Call the HRIS Program Consultant at (225) 219-9439